



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

1001 I Street • P.O. Box 2815 • Sacramento, California 95812 • www.arb.ca.gov



Gray Davis
Governor

MEMORANDUM

TO:

FROM: Ken Stroud, Chief
Air Quality Surveillance Branch

DATE: April 30, 2001

SUBJECT: SUBMISSION OF SITE IDENTIFICATION REPORTS

It has been brought to our attention that there is some confusion with regard to the submission of the site report and additional information regarding specific sites. The site identification report **must** be submitted to the Air Quality Surveillance Branch (AQSB), Air Quality Monitoring North Section (AQM-N) before any new site is established, old site terminated, or when any parameter is added or taken out of a station, or instrument changed or added with a new method. It is the responsibility of the Station Technician and their respective manager to provide AQSB with this information.

The Air Quality Surveillance Branch (AQSB) conducts most of ARB's continuous ambient air monitoring activities, along with providing technical assistance to local districts, and providing short term or special purpose monitoring. The Special Purpose Monitoring and Data Support Section is currently involved with the monitoring of SB25 sites. Section staff also support and operate the Ambient Air Quality Data Acquisition System (AQDAS) and provide the data which we collect to the U.S. EPA's AIRS-AQS database. The purpose of the site report is to report correct and current information, in a timely manner as it relates to a site within our monitoring network. Once this information is received, it is updated in AQDAS and in AIRS-AQS, U.S.EPA. Our connection with U.S.EPA acts as part of a national ambient air quality monitoring network (NAMS) for the purpose of providing timely air quality data upon which to base national assessments and policy decisions. All of this information is disseminated to the Quality Assurance Section, Planning and Technical Support section and the U.S. EPA. Therefore, it is imperative we provide site reports to AQM-N in a timely and accurate manner along with any additional information needed for a specific site. We need to take the lead and establish a high standard of accuracy so that others will follow our lead.

The requirements for ambient air quality surveillance are outlined in 40 CFR part 58 and are outlined in the Air Monitoring Quality Assurance Volume II Standard Operating Procedures for Air Quality Monitoring. Both are available in more detail on the web.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

In short, submission of site reports will be made to the AQS - North Section. This report must be submitted whenever a new site is established, old site terminated, or when any parameter is added or taken out of a station. Again, this procedure is outlined in more detail in Volume II, Section 2.0.3. This report **MUST** be submitted whenever a change is made.

It is the responsibility of the Station Technician and their respective manager to generate this report and ensure all information is provided to the AQS-North Section. A detailed account of specific requirements should also be made at this time, state the exact requirements of the station. For example, the reporting of SLAMS, NAMS, Other, special project; non - ARB equipment, District, U.S. EPA equipment, or ARB not reporting data to AIRS, etc. this information is needed to represent our ARB network within the U.S. EPA network.

No data can be submitted, deleted, or changed at a site until each of these site reports are submitted. Therefore, we must get these reports in quickly.